



**DATE:** 11/19/14

**TO:** Julie Vogel  
Finance Manager

**FROM:** Sue LeGrand  
Accounts Receivable

**RE:** Proposed 2014 Write-Offs – Accounts Receivable

Many attempts have been made to collect the outstanding charges listed on the proposed list of 2014 write offs. The collection methods used included, but not limited to; mailing of statements and/or copies of original invoices via US Postal Service or email, forwarding of statements/invoices to customers that have moved per information provided by the US Postal Service, researching online search engines to obtain current telephone numbers, addresses and/or email addresses and company websites, to attempt contact for the purpose of collections.

To my knowledge none of the accounts on the proposed write off list are subject to collection via the City of Bloomington license application process, for new or renewed licenses, nor are they collectable by way of the annual Hennepin County Special Assessment process.

**CITY OF BLOOMINGTON**  
**Pending Write Offs**  
**YE 12-31-14**

Cust #	Customer Name	Invoice #	Bal Due	Description	>\$250	<\$250	Bill Date	
5894	Martinson, Karen Marie	51078	190.91	Animal Control	\$ -	\$ 190.91	2011	Mail Returned - Can Not
5930	Purple Sandpiper	51336	300.00	False Alarm	\$ 300.00	\$ -	2011	CLOSED - No Longer in E
6168	Kenya Diaspora Adv Council MN, c/o Ben Metho	53650	1,122.64	Police Contractual Overtime	\$ 1,122.64	\$ -	2012	*Mail Returned - Can Nc
6355	Beattie, Jennifer Ann	55333	96.55	Animal Control	\$ -	\$ 96.55	2012	Mail Returned - Can Not
			<u>\$ 1,710.10</u>		<u>\$ 1,422.64</u>	<u>\$ 287.46</u>		

\*BK\* = Bankruptcy on file

Total per Bankruptcies	\$ -
Total per Uncollectible	\$ 1,710.10
<b>Total</b>	<u><u>\$ 1,710.10</u></u>

# Memorandum

**DATE:** November 18, 2014

**TO:** Julie Vogel, Finance Manager  
Kari Carlson, Assistant Finance Manager

**FROM:** Mary Lee

**CC:** Kim Griffith

**RE:** Proposed Motor Vehicle NSF Check Write-offs for the Year 2012 - \$931.50

Many attempts have been made to collect the outstanding charges listed on the proposed list of Motor Vehicle NSF check write-offs for the year 2012. First the bank was contacted to see if funds were available so that they could try to redeposit the check. When funds were not available after the first 10 days, the customer was contacted via telephone to make arrangements for payment. Then a 1st notification payment letter was mailed to the customer, and then 21 days later a 2nd letter was mailed. Then the customers were contacted via telephone once a month for a year.

In March 2010, the City of Bloomington became part of the state contract that flags the record of a vehicle when a customer writes an NSF check and suspends the registration. This has helped reduce the amount of NSF checks and should continue to reduce in the future.

City of Bloomington  
Motor Vehicle Account  
List of NSF Checks 2012  
Proposed to be Written Off  
November 18, 2014

Date	Name	NSF Amount
01/09/12	Hemlata Masiti	\$ 42.75
02/03/12	Jennifer Huber	159.75
02/16/12	Lady Swagg Inc	85.50
03/29/12	Ronald Reese	42.75
06/29/12	Linda O'Connell	48.75
07/17/12	Megan Richard	12.75
09/13/12	Linda O'Connell	48.75
09/13/12	Kija Humphrey	59.75
09/13/12	Steve/Jovita Chinatu	112.00
09/14/12	Amanda Spencer	23.25
09/17/12	Juliet/Rodger Larson	42.75
09/17/12	Kris Jore	54.00
09/17/12	Beverly Lang	42.00
09/17/12	Brenda Kuether	42.00
09/17/12	Scholastica Kania	72.75
11/14/12	Nadia Walker	42.00
		<u>\$ 931.50</u>